



CONGESTION MITIGATION AND AIR QUALITY PROGRAM (CMAQ)

OVERVIEW & ELIGIBILITY

The Congestion Mitigation and Air Quality (CMAQ) Program is a transportation improvement program focused on reducing emissions in areas designated as nonattainment or maintenance for the National Ambient Air Quality Standards (NAAQS). CMAQ funds are available to state and local government agencies as well as private entities through public/private partnerships. Nonprofit organizations may also apply in partnership with a state or local government agency.

Federal CMAQ funds must be spent in nonattainment or maintenance areas as determined by the Environmental Protection Agency (EPA). The following counties in Kentucky are eligible for funding:

- Boone, Boyd, Bullitt, Campbell, Christian, Daviess, Edmonson, Fayette, Jefferson, Kenton, Marshall, Oldham, and Scott
- Portions of Greenup, Hancock, Lawrence, and Livingston counties

The following project categories are eligible for CMAQ funding:

- Demand Management
- Inspection and Maintenance Programs and other Transportation Control Measures
- Pedestrian and Bicycle Programs
- Shared Ride
- Traffic Flow Improvements
- Transit

Applicants must complete requirements from both the Kentucky Transportation Cabinet (KYTC) Office of Local Programs (OLP) and the State Clearinghouse to be considered for funding. These requirements are described on page 2.

To apply for CMAQ funds, an applicant must be located in one or more of the eligible areas and be proposing a project that falls into one or more of the eligible categories. **If the eligibility criteria are met, the government sponsor should complete the application requirements and submit the completed documents no later than January 31, 2009.** If a proposed project is located within an urbanized area, the applicant is to submit the completed application to the appropriate Metropolitan Planning Organization (MPO). The contact information for each MPO is attached. The MPO will review and make a prioritized recommendation to KYTC. If the proposed project is not located in an urbanized area, the application should be submitted directly to the OLP.

KYTC will make the final decision regarding project selection after reviewing all projects submitted (both to the OLP and the MPO) and considering the prioritized list of projects submitted by each MPO. Recipients of funds will be required to attend a CMAQ workshop regarding the implementation of their funds after the awards are announced. Failure to participate in an implementation workshop will result in reassignment of funds to another project.



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OFFICE OF LOCAL PROGRAMS REQUIREMENTS

When completing the application, applicants shall follow these guidelines:

- Review thoroughly the Kentucky Congestion Mitigation & Air Quality (CMAQ) Program guidelines in the Local Programs Guidelines book or on the Office of Local Programs website (www.tea21.ky.gov)
- Follow the instructions exactly (failure to submit complete and accurate information by the deadline may result in rejection of the request for CMAQ funding).
- Type the application and staple or bound the pages in a folder or similar manner not to exceed one-half (1/2) inch in thickness (please avoid the use of a three-ring binder).
- Clearly identify the Project Name and Organization on the front of the application packet.
- **Submit six (6) identical copies of the completed application postmarked on or before January 31, 2009.** As noted on page 1, applications for all projects in an urbanized area must be submitted to the appropriate Metropolitan Planning Organization (MPO). The contact information for each MPO is attached.

Applications for all projects not in an urbanized area shall be submitted to:

Kentucky Transportation Cabinet
Office of Local Programs: CMAQ
200 Mero Street, 6th Floor
Frankfort, KY 40622

STATE CLEARINGHOUSE REQUIREMENTS

Pursuant to Presidential Executive Order 12372, applicants shall submit to the State Clearinghouse for Intergovernmental Review ten (10) copies of the following before submitting the full application to the Office of Local Programs (OLP):

- Cover letter identifying the funding program
- Application for Federal Assistance (424 form)
- Brief narrative describing the project
- Detailed budget
- 8 1/2" x 11" topographical map, if necessary, clearly showing the activity for which funding is sought

The State Clearinghouse does not require that the requesting agency submit the entire application as sent to the OLP. A link to the State Clearinghouse may be found at www.gold.ky.gov/clearinghouse.

The applicant shall submit these documents to:

**Department of Local Government
State Clearinghouse
1024 Capital Center Drive, Suite 340
Frankfort, KY 40601**



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CMAQ PROGRAM APPLICATION

Please provide all of the following information:

1. PROJECT INFORMATION

Project Title _____

Specific Location of Project _____

Nonattainment or Maintenance County Where Project Will Occur _____

MPO Area _____ Area Development District _____

Projected Start Date _____ Projected Completion Date _____

2. APPLICANT INFORMATION

Contact Person & Title _____

Affiliation/Agency Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ E-mail _____

3. CURRENT CMAQ FUNDING REQUEST

Amount (\$)

Percent (%)

Funds Requested _____

Match (Min. 20% Required) _____

Total Project Cost _____

4. PREVIOUS CMAQ FUNDING

A. Has your organization previously received CMAQ funding for this project? ☐ Yes ☐ No

B. If yes, list the years during which your organization received CMAQ funds for this project.



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5. ELIGIBLE CMAQ PROJECT CATEGORIES (check all that apply):

- ☐ Demand Management
- ☐ Inspection & Maintenance Programs & Other Transportation Control Measures
- ☐ Pedestrian & Bicycle Program
- ☐ Shared Ride
- ☐ Traffic Flow Improvements
- ☐ Transit

6. PROJECT DESCRIPTION

Include an explanation of how the project qualifies under each eligible category checked in Section 5 of this application. Describe the need for the project, and provide details of the scope, such as location, length, and congestion measures. Also, explain how this project will benefit the community. Include any impact the project may have on safety, environmental stewardship, economic development, and/or tourism.



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7. AIR QUALITY DESCRIPTION

A. Explain in detail how this project will reduce emissions.

B. Describe your emissions reductions, calculations, and methodology. Please include full calculations.
NOTE: Contact your MPO or the OSP for help in determining quantitative calculations. If this project does not lend itself to quantitative analysis of air quality impacts (public education, marketing or promotional outreach efforts), please include a qualitative analysis of how the project will decrease emissions and contribute to attainment or maintenance of NAAQS. Please include assumptions made.

Project Benefits: Quantitative Analysis

VOC Reduction (kg/day) _____

CO Reduction (kg/day) _____

NO_x Reduction (kg/day) _____

PM₁₀ Reduction (kg/day) _____

PM_{2.5} Reduction (kg/day) _____

Project Benefits: Qualitative Analysis

Describe how you will measure the benefits of this project.

8. BUDGET

Provide a detailed itemized description of the estimated project costs below. Itemized cost estimates should identify specific work to be done on the project. **Items to be included below are planning activities, project development, engineering, right-of-way acquisition, construction, and all other costs that will be incurred.** Please attach supporting documents used to prepare the budget as **Attachment B** (see page 7). If the project contains multiple activities, please break down the cost for each activity.

The total cost estimate provided in the application will be used to determine the amount of CMAQ funds awarded. Because of the limited amount of funding, the total project amount funded with CMAQ funds will be the maximum amount reimbursed. **If costs exceed the estimate, the sponsor will be responsible for covering the additional costs.** If a sponsor would like to request reallocation of items in the budget, a budget amendment may be submitted to the Office of Special Programs for review. No more than two budget amendments will be accepted during the life cycle of a project. Attach additional pages if needed.

[illegible]

Percent of Project _____ %



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9. ATTACHMENTS (required)

Attachment A. Include a detailed operations business plan with a preliminary implementation schedule for each item listed, including the proposed start date and the completion date.

Attachment B. Provide supporting documents used to prepare the budget.

Attachment C. Describe the funding resources for the twenty (20) percent funding match, and include written confirmation by the appropriate official/person of the availability of the local matching funds. In-kind contributions will require approval by KYTC. Administrative costs are not eligible for in-kind match.

Attachment D. Add evidence of support within the community. Please note that letters of support are reviewed, but they are not the most compelling form of support. Below are some of the more genuine demonstrations of local support:

- Resolution of support
- Evidence of volunteerism
- Contribution of an overmatch
- Private donations to the project (monetary or in-kind)
- Petitions in support of the project
- Successful fundraising
- Rallies or events held in support of the project
- Editorials or local media attention focusing on the need for the project

10. ATTACHMENTS (if applicable)

Attachment E. Include a detailed maintenance plan. Describe how this project will be funded after it is no longer eligible for CMAQ funds. The sponsor is responsible for future maintenance of the project after completion.

Attachment F. Provide "before" photos of the area of proposed improvements or a photo of the proposed site.

Attachment G. Add an 8 1/2" by 11" location map identifying the site in proximity to federal, state, or local highways. If the proposed project is a pedestrian facility/bikeway/trail, etc., provide a point-to-point location and description of the route.



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Environmental/Cultural Assessment Data Requirements for Environmental Documentation

11. ENVIRONMENTAL INFORMATION (if applicable)

Attachment H. Federal Highway Administration (FHWA) guidance requires that the CMAQ activities comply with all applicable environmental requirements. Therefore, on the basis of the data requirements outlined below, KYTC shall conduct an assessment of the proposed project's environmental documentation required by federal laws, regulations, and policies. FHWA or KYTC Division of Environmental Analysis, as appropriate, shall approve all environmental documents.

- Provide a brief description of the proposal.
- Provide plans and specifications for the project if available. If not available, describe the philosophy/intent of the proposal, what it hopes to accomplish, and how it will reach that goal.
- Locate the project on county, city, and topographical maps. Site location maps must be included.

Attach the following information, if applicable, for the preparation of an environmental review.

A. Air & Noise

- Scaled map showing project facilities or area and the adjacent roadways
- Traffic information:
 - How much traffic will the facility generate?
 - Will the facility change the transportation network/pattern?
- Vehicular speed (in mph) in the vicinity of the facility

B. Aquatic & Terrestrial

- Does the project impact wetlands? ☐ Yes ☐ No
 - If yes, how many acres? _____
- Is the project on the floodplain? ☐ Yes ☐ No
 - If yes, provide coordination with the Kentucky Division of Water.
- Does the project impact agricultural lands? ☐ Yes ☐ No
- Does the project potentially impact endangered species? ☐ Yes ☐ No



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Environmental/Cultural Assessment Data Requirements for Environmental Documentation (continued)

C. Cultural, Historic, & Archaeological Resources

- Is the project area or part of the project area listed in or eligible for the National Register of Historic Places? ☐ Yes ☐ No

➤ If yes, please provide the statement of registration.

- Will there be any earth disturbance associated with this project? ☐ Yes ☐ No
(If so, it may be required to carry out an archaeological survey of the project prior to starting.)

Any proposed project shall demonstrate compliance with the National Environmental Policy Act. This is evidenced by an approved environmental document.



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Transportation Financial Assistance Programs

(A copy of this information must be read, signed, and submitted with the application.)

It is the policy of the Kentucky Transportation Cabinet (the Cabinet) that certified Disadvantaged Business Enterprises (DBEs) shall have the opportunity to participate in the performance of CMAQ projects financed in whole or in part by federal funds. To that end, the Cabinet shall comply with the regulations found in 49 CFR part 26.

Refer to subpart d, Certification Standards 26.61, which governs the regulation for certification of DBEs. For additional information, visit the FHWA's website:

<http://www.fhwa.dot.gov/civilrights/eo.htm>.

Please be familiar with these requirements and acknowledge by signing below. Any questions may be directed to:

**Kentucky Transportation Cabinet
Office for Civil Rights and Small Business Development
DBE Liaison Officer
200 Mero Street, 6th Floor West
Frankfort, KY 40622
(800) 928-3079**

Project Sponsor's Signature

Date



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CMAQ PROGRAM APPLICATION CHECKLIST

The submission of the following items is required in order to be considered for funding:

- ☐ Application with answers to questions 1-8
- ☐ Attachment A: Detailed operations plan
- ☐ Attachment B: Supporting documents for budget
- ☐ Attachment C: Matching fund letter(s) of confirmation
- ☐ Attachment D: Evidence of community support

The submission of the following items is also required only if applicable to the project:

- ☐ Attachment E: Detailed maintenance plan
 - ☐ Applicable ☐ Not applicable
- ☐ Attachment F: Before photo(s) of proposed site
 - ☐ Applicable ☐ Not applicable
- ☐ Attachment G: Location map
 - ☐ Applicable ☐ Not applicable
- ☐ Attachment H: Environmental information
 - ☐ Applicable ☐ Not applicable

PLEASE NOTE: The CMAQ Program is a **reimbursement program**, not a grant program. Your proposed project must be selected, approved, programmed, and contracted with the Kentucky Transportation Cabinet prior to the expenditure of any funds.

Please sign below acknowledging that all information herein is accurate and the sponsor is aware that he or she is responsible for implementing federal Congestion Mitigation and Air Quality funds and for providing future maintenance and operations costs for this project.

Project Sponsor's Signature

Project Sponsor's Name and Title

Date



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METROPOLITAN PLANNING ORGANIZATIONS

TC 20-24E
Rev. 11/2008
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ASH-Ashland Area MPO

Sherry McDavid Executive Director sherry@fivco.org	Terri Sicking Transportation Planner terri@fivco.org	c/o Five Counties ADD 32 FIVCO Court Grayson, KY 41143	PH: (606) 929-1366 FX: (606) 327-0023 www.fivco.org
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BWG-Bowling Green-Warren County MPO

Rodney Kirtley Executive Director rodney.kirtley@bradd.org	Amy Scott MPO coordinator ascott@bradd.org	c/o Barren River ADD P.O. Box 90005 Bowling Green, KY 42101-9005	PH: (270) 781-2381 FX: (270) 842-0768 www.bradd.org
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CIN-Cincinnati Area MPO

Mark Policinski Executive Director mpolicinski@oki.org	Bob Koehler Deputy Director rkoehle@oki.org	c/o OKI Regional Council of Governments 720 East Pete Rose Way, Ste. 420 Cincinnati, OH 45202	PH: (513) 621-6300 FX: (513) 621-9325 www.oki.org
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CLK-Clarksville Area MPO

David Riggins Director david.riggins@cityofclarksville.com	Stan Williams Transportation Planner stanwilliams@cityofclarksville.com	c/o Clarksville-Montgomery Co. Regional Planning Commission 329 Main Street Clarksville, TN 37040	PH: (931) 645-7448 FX: (931) 645-7481 www.cuampo.com
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HEN-Evansville Area MPO

Bradley G. Mills Executive Director bmills@evansvillempo.com	Seyed Shokouhzadeh Deputy Director sshokouhzadeh@evansvillempo.com	Civic Center, Room 316 1 NW Martin Luther King Blvd. Evansville, IN 47708-1833	PH: (812) 436-7833 FX: (812) 436-7834 www.evansvillempo.com
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LEX-Lexington Area MPO

Chris King Director of Planning chrisk@lfucg.com	Max Conyers Transportation Planning Manager maxc2@lfucg.com	c/o Lexington Fayette Urban County Government 101 East Vine Street Lexington, KY 40507	PH: (859) 258-3160 FX: (859) 258-3163 www.lexingtonareampo.com
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LOU-Louisville Area MPO

Jack L. Scriber Executive Director jack.scriber@ky.gov	Harold Tull Transportation Director harold.tull@ky.gov	c/o Kentuckiana Regional Planning and Development Agency 11520 Commonwealth Drive Louisville, KY 40299	PH: (502) 266-6084 FX: (502) 266-5047 www.kipda.org
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OWN-Owensboro-Daviess County MPO

Jiten Shah Executive Director jitenshah@gradd.com	Keith Harpole Associate Director of Transportation keithharpole@gradd.com	c/o Green River ADD 3860 US Highway 60 West Owensboro, KY 42301-0290	PH: (270) 926-4433 FX: (270) 684-0714 www.gradd.org
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REZ-Radcliff/Elizabethtown MPO

Wendell Lawrence Executive Director wendell@ltadd.org	Mike Skaggs Transportation Planner mskaggs@ltadd.org Michael Malham Transportation Planner mmalham@ltadd.org	c/o Lincoln Trail ADD P.O. Box 604 Elizabethtown, KY 42702-0604	PH: (270) 769-2393 FX: (270) 769-2993 www.ltadd.org
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KENTUCKY CONGESTION MITIGATION AND AIR QUALITY PROGRAM

CMAQ PROGRAM APPLICATION TIMELINE

November 17	New guidelines and application become available.
December 1	New application cycle for FY 2010 funds begins
January 31	Applications are due to the appropriate MPO or (if not within an MPO) to OLP.
February 28	MPO sends all applications to OLP along with a prioritized list of projects.
March 1	OLP sends all applications to the Division of Air Quality (DAQ) for comment.
March 1	OLP sends approved CMAQ projects to FHWA for eligibility determination FHWA coordinates with the State Air Agency, EPA, and FTA.
April 1	FHWA sends eligibility determination letter to KYTC.
April 1	OLP prioritizes statewide CMAQ projects within fiscal constraints.
April 15	OLP sends recommended CMAQ projects to the Transportation Cabinet Secretary for approval
July 1	OLP sends approval or denial letters to applicants, with a courtesy copy to the MPO. OLP works with each MPO to amend the TIP and the STIP to include CMAQ projects.
October 1	Funding becomes available for the 2010 federal fiscal year.